

Salem Contributory Retirement Board
Job Posting

Position Title: Executive Assistant
Location: Salem Contributory Retirement Board
20 Central Street, Suite 110, Salem, MA 01970
Date of Notice: March 29, 2023

The Salem Contributory Retirement Board is seeking a qualified individual to serve as the Executive Assistant for the retirement system. This individual would report to the Deputy Director. Interested individuals must have strong, interpersonal, mathematical, organizational, communication, computer and accounting skills. Knowledge of Microsoft Excel and Word is required. Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software desirable. Must maintain a strict level of confidentiality. Salary commensurate with experience. To request a job description, please contact Jamie Godjikian at jgodjikian@salemretirement.org

Resume and Cover Letter required. References furnished upon request.

Please mail resumes and cover letters to:

Jamie Godjikian, Deputy Director
Salem Contributory Retirement Board
20 Central Street, Suite 110, Salem, MA 01970
EO/AAE